

If you are having problems printing from your Mac laptop to the HP 1022 printer, please follow these instructions to delete and re-add the printer.

1. Click the Apple in the upper left corner, and then select System Preferences.
2. Click "Print & Fax"
3. Click "Printer Setup" (below and to the right of the picture of the HP 1022 printer).
4. Click "View" on the toolbar, and then select "Show Printer List".
5. Close the window in front labeled "Printer Info" (click on the red button).
6. Highlight the HP LaserJet 1022 printer (click once on it). If you see a "Status" of "Printing", do these steps, otherwise go to step 7.
 - Click on "Printers" on the toolbar.
 - Click "Stop Jobs" (status will change to "Stopped").
7. Click on the "Delete" icon on the "Printer List" toolbar (the circle with the slash through it).
8. Now, plug your HP 1022 printer's USB cable into an open USB slot on the left side of the laptop. If the printer is still plugged into the PC, remove it from the back of the PC.
9. Click the "Add" icon on the "Printer List" toolbar. Then click on the "Default Browser" tab. Wait until the wheel stops spinning (bottom of the "Print Browser" window). The Mac is searching for available printers to add.
10. Click once on the HP LaserJet 1022 printer (or whatever model of printer you have).
11. Click on the "Add" button at the lower right of the window. The printer will then show up in your list of available printers.
12. Click once on the HP LaserJet Printer.
13. Click on the "Make Default" icon at the top left of the "Printer List" window.
14. Change the name of the printer to match the room you are in:
Click on "Show Info". In the top display bar, if you do not see the title "Name & Location", then click the down arrow to the right and select "Name & Location". Under "Printer Name", change the name to match the room, in the form of:
HP LaserJet 1022 – RRRR (where RRRR is the room number, like B119).
Click "Apply Changes". Close the "Printer Info" window. You will see the new name in the printer list. **You will need to do this for each room in which your laptop will be used.**
- DONE -
14. Press Apple + Q to quit "Printer Setup"
15. Press Apple + Q to quit "System Preferences".
16. Launch Word and send a sample page to the printer.